

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CONSERVATION DISTRICT FIELD MANAGER**

Jurisdictional Class: **Non-Competitive for Incumbent (PJC); thereafter Competitive**

Date Adopted: **1/23/01**

Date Revised:

Jurisdictions: **County**

DISTINGUISHING FEATURES OF THE CLASS: This position supervises or assists in the supervision of a county environmental resource and conservation program; this position involves the execution of environmental and conservation programs on both private and public properties. The work will include the supervision of workers involved in the efficient use of machinery and material in carrying out the environmental conservation program. Employees in this class may assume limited administrative duties in the planning and execution of the district program. Work is performed under the direction of the board of directors of the county Soil and Water Conservation District. General supervision may be exercised over other district employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and is responsible for the field application of environmental conservation projects of the district;

Provides technical assistance including the design, cost estimating, contract preparation and supervision of environmental conservation projects;

Recommends actions to be taken by the board of directors concerning landowners and others requesting assistance;

Performs general administrative duties involving general office routines and procedures including reports to the board;

Assists the general public with information and responds to concerns regarding the protection of natural resources;

Prepares grant proposals as well as tentative and preliminary cost estimates pertaining to environmental and conservation projects;

Collects data, prepares surveys, maps, and specifications and gives advice concerning potential conservation projects;

Prepares written agreements between the board, landowners and others;

May act as the contracting officer in the negotiating of contracts for environmental projects between district, landowner, governmental units and construction contractors;

Schedules work for contractors and review progress, such as the construction of diversion terraces, open drainage, tile drainage systems, ponds and other kinds of soil and water management;

Reviews the progress towards project completion and recommends payment for work completed;

Conducts a public education program and explains the purposes of the conservation program, specifically the prevention of soil erosion and values of soil conservation and the protection of natural resources;

Participates in the New York City Watershed Agricultural Program and assists with plans for those farms within the NYC watershed;

May be responsible for the collection of funds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the materials and procedures used in the construction and maintenance of drainage systems, ponds, forests and other conservation practices; good knowledge of the principles and practices of natural resource conservation with emphasis on soil and water conservation; working knowledge of public an/or business administration; skill in estimating procedures used in soil

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

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and water conservation projects; ability to interpret maps, charts and graphs; ability to plan and supervise the work of others; ability to deal with the public and to represent the conservation program to interested parties; ability to compile and prepare reports; dependability; enthusiasm.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two (2) year college with an associate degree in mechanical, civil, construction or environmental health technology or related field and one year of satisfactory experience in construction, land surveying, engineering or related fields; **OR**
- (B) Graduation from high school or equivalent and three (3) years of progressively responsible experience in construction, land surveying, engineering or related fields; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.